

# EXHIBIT 38



Requests/Self-Reports Online  
Case Management System

Institution: University of Pittsburgh  
Case Type: Secondary/Level III Violations

Division: I

Case ID: 1079181  
Date: 12/18/2023

Page 1 - General Information

## General Information

### Institution Information

Institution Information University of Pittsburgh

Division of Institution I

Conference Atlantic Coast Conference

Phone Number 412/624-4141

Academic year related to this request 2019-20

Sport(s) Softball

### Involved Individuals

Does the institution need to seek reinstatement for  
any of the involved student-athletes? No

If no, check which applies: Other

: Student-athletes are not involved in the violation

Involved Individuals

Involved Student-Athletes/Prospective Student-Athletes

NCAA ID Student Information

1.

Other Involved Individuals

Person

Jodi Hermanek (Head Softball Coach)

Katie Sebbane (Volunteer Softball Coach)

Page 2 - Case Information

## Case Information

If you elect to make a Secondary/Level III fine payment online with a credit card, enter amount and then click the "Make Payment" button listed below.  
Otherwise, leave the Fine payment amount field blank.

Please check all the Secondary/Level III Violations sub-case types and conditions that apply

Athletics Personnel

Athletics Personnel Sub-Case Types

Volunteer Coach

## Case Information

## All Requests

Has the institution or its conference office received an interpretation through RSRO specific to the facts of the request?

No

Please provide a one-sentence summary of each violation that occurred.

The institution's volunteer softball coach (VSC) received a complimentary admission outside of the coach's sport from another institutional staff member for a home contest.

Date that violation first occurred.

10/26/2019

Date violation was discovered

10/26/2019

Provide cite(s) of applicable legislation or interpretation

Type	Division	ID	Text
Bylaw	I	11.01.6(11.02.6 current)	Coach, Volunteer.

How was the violation discovered?

Violation was discovered by assistant athletic director of compliance through a conversation with VSC's guest, and subsequent follow up discussion with head softball coach (HSC).

Describe the facts associated with this request/case.

The VSC received a complimentary admission for a home football contest for her guest. Specifically, on October 26, 2019, VSC attended a home football game and permissibly received a complimentary admission for herself in conjunction with a prospective student-athlete's (PSA) campus visit. The VSC had asked a guest to attend, but knew she was only permitted the one complimentary admission related to her involvement with a prospect's visit, so she asked the HSC if she could use one of the HSC's tickets for her guest. The HSC obliged and provided VSC's guest a club ticket.


What are any relevant mitigating circumstances that should be considered when reviewing the request?

The HSC and VSC thought the HSC could provide the ticket as it wasn't coming from the VSC.

Institutional action

Institution provided rules education regarding volunteer coach benefits to the softball staff. The institution additionally will provide the head softball coach and the volunteer softball coach with letters of admonishment. Further, the volunteer softball coach will make a donation to a non-athletically related charity for the amount (\$86) of the complimentary ticket.

For guidance on self-imposing penalties, please refer to:

DI standard penalties document 

Conference action

N/A

Fine payment amount

## Page 3 - Case Documentation

## Case Documentation

(Maximum individual file size is 10MB.) Upload each document individually.

## Recommended Documentation

## All Requests

Provide any documentation not previously specified that substantiates any assertions made in this request

Provide a written statement(s) from any other individuals involved in the circumstances of this request

## Page 4 - Signatures

**Signatures****Select Required Signatories****STOP! IF USING E-SIGN OPTION:**

The signatory email address (in the NCAA Directory) **MUST** match the email address in NCAA Business Applications (e.g., Single-Source Sign On).  
 The signatory **MUST** have been granted access to Requests/Self-Reports Online by the on-campus Single-Source Sign On administrator in the NCAA Business Application Administrative tool.  
 If the signatories do not meet these qualifications, select **UPLOAD**. Do **NOT** select e-sign unless the above criteria is met.

**Institutional Authority Inside of Athletics Department**

Signatory Approved by Dustin M. Gray on 11/11/2019

**Institutional Authority Outside of Athletics Department (optional for Secondary cases)**

Signatory Approved by Sheila Velez Martinez on 11/05/2019

**Conference (if applicable)**

Signatory ()

**Download Unsigned Signature Documents**

- [Institutional Authority Outside of Athletics Department](#)
- [Institutional Authority Inside of Athletics Department](#)
- [Conference Personnel](#)
- [Committee Chair](#)

Page 5 - Case Contacts and Submission

**Case Contacts and Submission**

## Contacts

### Select Contacts for this Case

Primary Contact Adam Soles (adamsoles@pitt.edu) Phone: 412/624-1245 Cell: 515/509-3786

Secondary Contact Zac Cameron (zcameron@athletics.pitt.edu) Phone: 412/648-8218

### Additional Case Contacts

Additional contacts with a valid email address from the conference or member institution will receive selected e-mails related to the case.

Email Delivery	First Name	Last Name	Title	E-mail Address
----------------	------------	-----------	-------	----------------

### Terms and Conditions

#### Disclaimer Terms and Conditions

By submitting information related to this request, I affirm that I have read and understand the application of NCAA Bylaw 10.1 and the information provided is accurate and complete to the best of my knowledge. <br> <br> Please note that the processing of this violation by the enforcement staff through the RSRO system does

Agreement by Adam Soles on 11/05/2019

## Activity After Case Submission

### Responses to Requests for Additional Information